



Bureau of HIV and STD Prevention

HIV/STD Clinical Resources Division
HIV/STD Epidemiology Division
HIV/STD Health Resources Division

Est. April 20, 1999

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HIV/STD Policy No. 150.005

RESOLUTION OF CONFLICT OF INTEREST WITHIN COMMUNITY PLANNING GROUPS

PURPOSE

To define conflict of interest as it applies to HIV prevention community planning groups (CPG) and the community planning process, and to establish a method for preventing and resolving conflict of interest that may occur in CPGs. This policy establishes guidelines for use by CPG members to decide whether a member should participate in various decision-making processes such as priority setting. These guidelines are intended to prevent CPG members from using their positions for financial gain for themselves or an associated party.

AUTHORITY

HIV/STD Policy No. 150.002, Bylaws for HIV Prevention Regional Planning Groups; Texas Government Code, Chapter 572, Subchapter A, Section 572.001.

BACKGROUND

Community Planning Groups consist of individuals within the community who volunteer their time and energy to the planning of HIV prevention activities. Many of the CPG members are also employed by or affiliated with agencies who are contractors or subcontractors with the Texas Department of Health (TDH) or other agencies whose funds are allocated based on the priorities identified by the CPG. However, their role on the CPG is to represent members of the community at high risk for HIV infection. Therefore, the potential for a conflict of interest exists during CPG processes such as priority setting.

DEFINITION

Conflict of Interest Using one's official position to influence decisions that result or appear to result in direct or indirect financial, personal, organizational, or professional gain for one's self or an associated party with whom the individual has family, business, or other ties.

Contractor a legal entity under contract with TDH to provide goods or services to people who are infected or affected by HIV, AIDS or STDs, or to implement goals supporting the Bureau's mission. For the purposes of CPGs, the definition of contractor extends to one who has a personal or professional affiliation with any entity whose funding decisions are driven by the priorities determined by the CPG.

1 CPG PROCESSES WHEREIN CONFLICTS OF INTEREST MAY ARISE

2
3 The following is a list of some CPG processes that may lead to conflicts of interest.
4 This is not an exhaustive list. Conflicts of interest may arise in other CPG activities.

- 5
6 • Assessing community resources for HIV prevention
7 • Conducting the needs assessment process
8 • Prioritizing sub-populations and interventions
9 • Evaluating the community planning process
10 • Using decision-making processes that do not give equal weight to the opinions of
11 each participant

12 CONFLICT OF INTEREST DISCLOSURE STATEMENT

13
14 All CPG members are required to complete and sign the Conflict of Interest Disclosure
15 Form for HIV Prevention Community Planning Groups (HIV/STD Form No. 150.005-A)
16 annually before participating in discussion, debate, or vote regarding any business
17 before the CPG. Signed disclosure statements will be kept on file with the CPG.
18

19
20 Conflict of interest disclosure statements must include any professional and/or personal
21 affiliations with agencies that provide HIV programs to the affected communities.
22

23 DECLARING CONFLICT OF INTEREST

24
25 Any member of a CPG who perceives a conflict of interest for themselves should take the
26 following actions:
27

- 28 • declare the conflict of interest prior to beginning discussions or debate,
29 • refrain from voting on a category in which the conflict of interest exists, and
30 • refrain from influencing another CPG member's vote for a category in which the
31 conflict of interest exists.
32

33 Upon request of other CPG members, the person who declares a conflict of interest
34 may provide technical advice and answer questions related to the category in which a
35 conflict exists.
36

37 When a CPG member realizes a potential conflict of interest situation for another
38 member during a CPG meeting, the CPG member should voice his/her concerns to the
39 CPG. The potential conflict of interest is to be recorded in the meeting minutes and the
40 meeting continued. Following the meeting, if the conflict was not resolved to the
41 satisfaction of any member, any member may then initiate a review of the decisions
42 made by the CPG during the meeting by filing a request with the Conflict Resolution
43 Committee (see bylaws).
44

1 CONFLICT RESOLUTION COMMITTEE

2
3 The Conflict Resolution Committee will follow guidelines set forth in the bylaws.

4
5 DATE OF LAST REVIEW:

6 November 13, 2002 Converted format from WordPerfect to Word.

Texas Department of Health
Bureau of HIV and STD Prevention

Conflict of Interest Disclosure Form
for HIV Prevention Community Planning Groups

I, as a member of the _____ HIV Prevention Community Planning Group (CPG), understand that I must fully disclose any and all professional or personal affiliations with organizations that receive or may request funds from the Texas Department of Health (TDH) to conduct HIV prevention activities.

I further understand that as a member of the CPG, I must not use my official position to influence decisions of the CPG that result or appear to result in direct or indirect financial, personal, organizational, or professional gain for myself or an associated party with whom I have family, business, or other ties.

I have read, understand, and support the Articles pertaining to "Conflict of Interest" in the HIV Prevention Regional Planning Coalition Bylaws, and Texas Department of Health HIV/STD Policy No. 150.005.

Member's Name (Print or Type)	Member's Signature	Date Signed
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To the best of my knowledge, I have personal or professional affiliations with the organizations or persons listed below who either are funded through the TDH, work for an agency funded by TDH, or who may apply to TDH for funding. This information is provided in good faith to avoid any real or perceived conflict of interest in the discharge of my duties as a CPG member.

Organization: _____

Position in organization: _____

Populations served by organization: _____

Organization: _____

Position in organization: _____

Populations served by organization: _____

Organization: _____

Position in organization: _____

Populations served by organization: _____

(Attach additional sheets if necessary.)